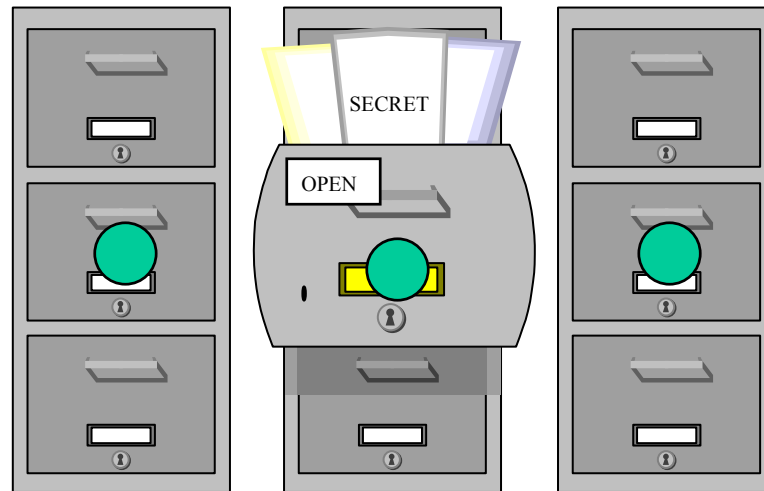# NATIONAL SECURITY INFORMATION

ANNUAL CONTAINER INSPECTION

SECRET

OPEN

DOC, Office of Security, Eastern Regional Security Office

200 Granby Street, Room 407

Norfolk, VA. 23510

(757) 441-3620/3428/3431

Updated 07/29/2002

1

Do you know your Security Point of Contacts?

- Regional Security Officer - **Carroll Ward**
  - (757) 441-3431
  - Emergency Cell (757) 449-9007
- Asst. Regional Security Officer - **Patricia Keith**
  - (757) 441-3428/3620
  - Emergency Cell (202) 497-4182
- Office Fax (757) 441-3422

Prior to the inspection

Custodian's are required to conduct a security container inspection annually and certify compliance with DOC Policy DAO 207-1.

Protection of National Security Information (NSI)

What is National Security Information?

NSI is official information that relates to national defense or foreign relations and is the property of the U.S. Government..

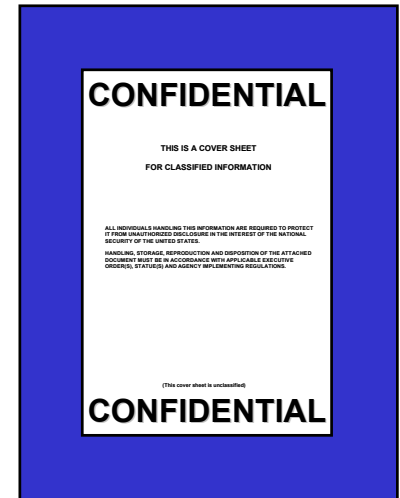It is also known as **classified information**

The *three* levels of classification are:

TOP SECRET

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HANDLING, STORAGE, REPRODUCTION AND DISPOSITION OF THE ATTACHED DOCUMENT MUST BE IN ACCORDANCE WITH APPLICABLE EXECUTIVE ORDER(S), STATUE(S) AND AGENCY IMPLEMENTING REGULATIONS.

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CONFIDENTIAL

SF 703
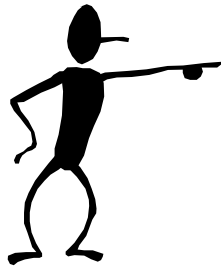
SF 704

SF 705

REFERENCES

- Executive Order 12958, Classified National Security Information

- Implementing Directive for E.O. 12958, 32 CFR PART 2001

- DAO 207-1, Information Security Manual
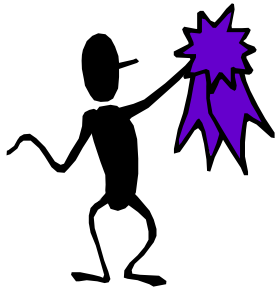
YOUR SECURITY CONTAINER(s)

Proper storage of classified national security information, i.e., Top Secret, Secret, or Confidential You MUST have:

A GSA Approved security container
- Safe (Mosler, or Hamilton product.)

NOTE:
Bar lock file cabinet may be used for storage of Secret material until year 2012 but are not recommended.

What your Security Container should have?

- **SF 700**, Security Container Information. (Completed and up-to-date). MEMORIZE YOUR combination!!.

- **SF 702**, Security Container Check Sheet. (Use every time open, closed, or check container).

- **OPEN/CLOSE sign**. (Used as a reminder).

- **Form CD-481**, Classified Document Control Record. (All Secret and Top Secret material stored in **YOUR** container MUST be logged).
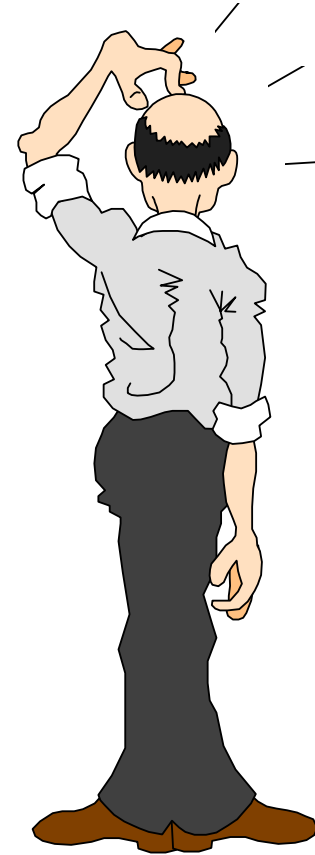
STANDARD FORMS

All standard forms may be ordered from the GSA Federal Supply Catalog.

SAMPLE OF SF 702

SECURITY CONTAINER CHECK SHEET

FROM	ROOM NO.	BUILDING	CONTAINER NO.
OSY	5th Floor	SA 10	123456

CERTIFICATION

I CERTIFY, BY MY INITIALS BELOW, THAT I HAVE OPENED, CLOSED OR CHECKED THIS SECURITY CONTAINER IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND OPERATING INSTRUCTIONS.

MONTH/YEAR **MAY / 1997**

DATE	OPENED BY		CLOSED BY		CHECKED BY		GUARD CHECK (if required)	
	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME
5/1	SDW	0730	SDW	1700	DT	1724		

- SF 700
- SF 701
- SF 702
- SF 703
- SF 704
- SF 705
- SF 706
- SF 707
- SF 708

Security Container Preparation

Conduct a thorough "**Clean Out**" of your security container. How?

1. Determine if you have a continuous use/need for the each classified document stored in your security container.

2. Review ALL classified holdings for possible downgrading or declassification under E.O 12958.

3. Ensure that ALL classified materials being retained have the appropriate classified cover sheets attached.

4. Ensure that ALL classified materials being retained are properly marked.

5. Ensure that ALL Secret and Top Secret materials are recorded on Classified Material Control Inventory Form CD-481.

6. Ensure that ALL Secret/Top Secret materials selected for destruction are recorded on the form CD-481 and are destroyed by approved methods.

Destruction of Classified Material

- Use "burn bags" to collect classified waste
  - Protect them as any classified information
  - Waste includes: paper, floppy disks, typewriter or printer ribbons, carbon paper, etc.

- Methods:
  - Burning (at an approved facility)
  - Shredding (*cross-cut using a GSA approved shredder for TS, Secret, and Confidential information)
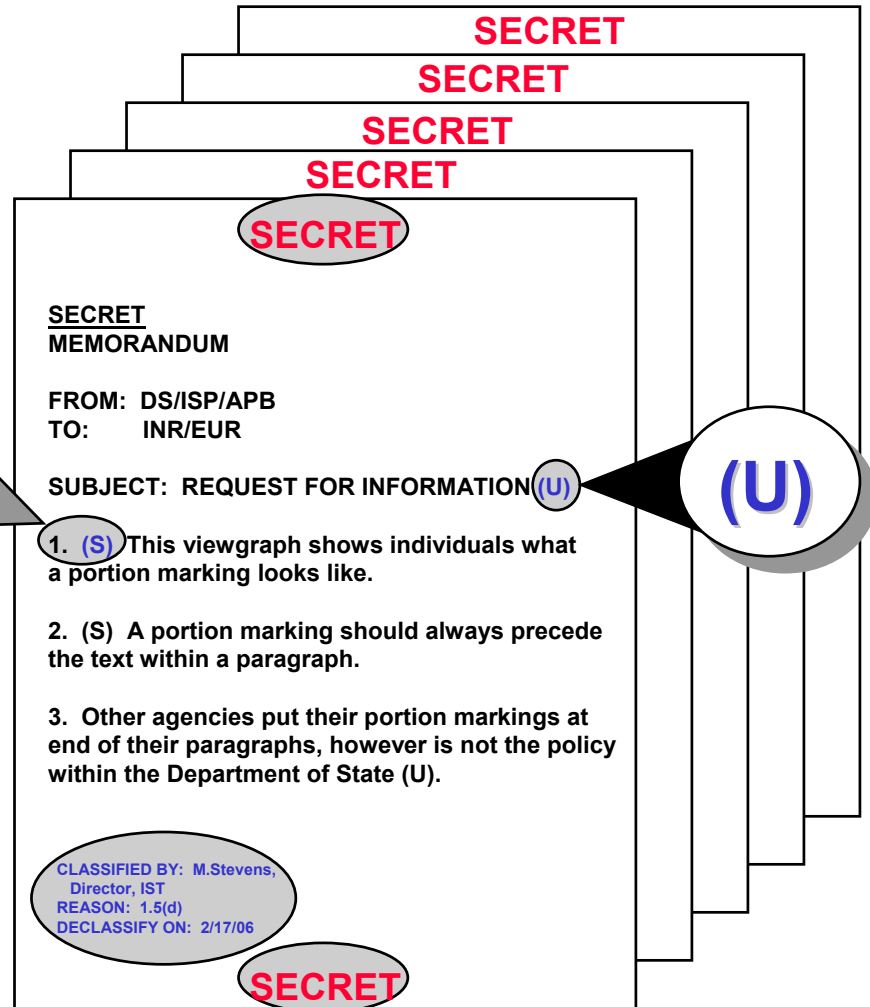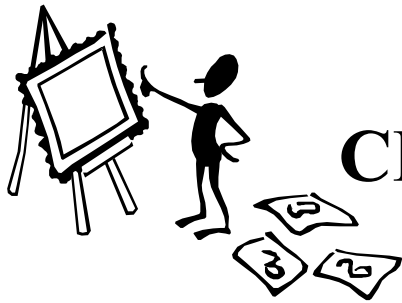   - *verify cross-cut with Servicing Security Officer

Destruction (cont…)

- Other methods:
  - melting, chemical decomposition, mutilation, etc.
  - Contact Servicing Security Officer when using other than "burning" or "shredding" methods

REVIEW OF CLASSIFIED DOCUMENTS FOR PROPER MARKINGS

- A classified document should be marked:
  - Top/Bottom
  - Subject Title
  - Each paragraph
  - Diagram, maps, etc.
  - Declassification instructions

Ref: E.O. 12958, Sect 1.9 on classification challenges of improperly marked documents received from other agencies

SECRET
SECRET
SECRET
SECRET
SECRET

SECRET
MEMORANDUM

FROM: DS/ISP/APB
TO: INR/EUR

SUBJECT: REQUEST FOR INFORMATION (U)

1. (S)

1. (S) This viewgraph shows individuals what a portion marking looks like.

2. (S) A portion marking should always precede the text within a paragraph.

3. Other agencies put their portion markings at end of their paragraphs, however is not the policy within the Department of State (U).

CLASSIFIED BY: M.Stevens, Director, IST
REASON: 1.5(d)
DECLASSIFY ON: 2/17/06

SECRET

(U)

CLASSIFIED WORKING PAPERS

Classified working papers are drafts, notes, photographs, etc. used to create or assist in the preparation of a final document. They must be:

- Dated and signed when created
- Marked with highest classification level of the information which they contain
- Protected in accordance with the assigned classification
- Destroyed when no longer needed
- Accounted for and controlled if transmitted, permanently filed, or retained after 180 days
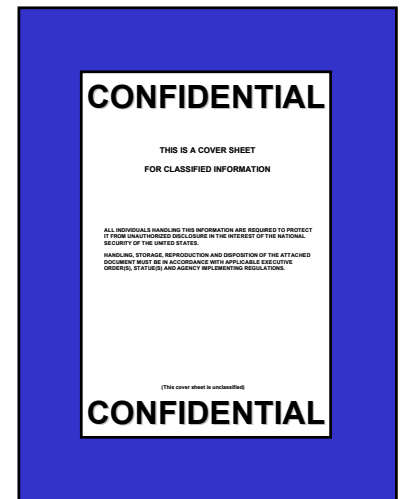
COVER SHEETS

AGAIN…..

Be sure that all classified documents and files stored
in your security container have the appropriate cover sheets.

SF 703 — TOP SECRET

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SF 704 — SECRET

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SF 705 — CONFIDENTIAL

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(This cover sheet is unclassified)
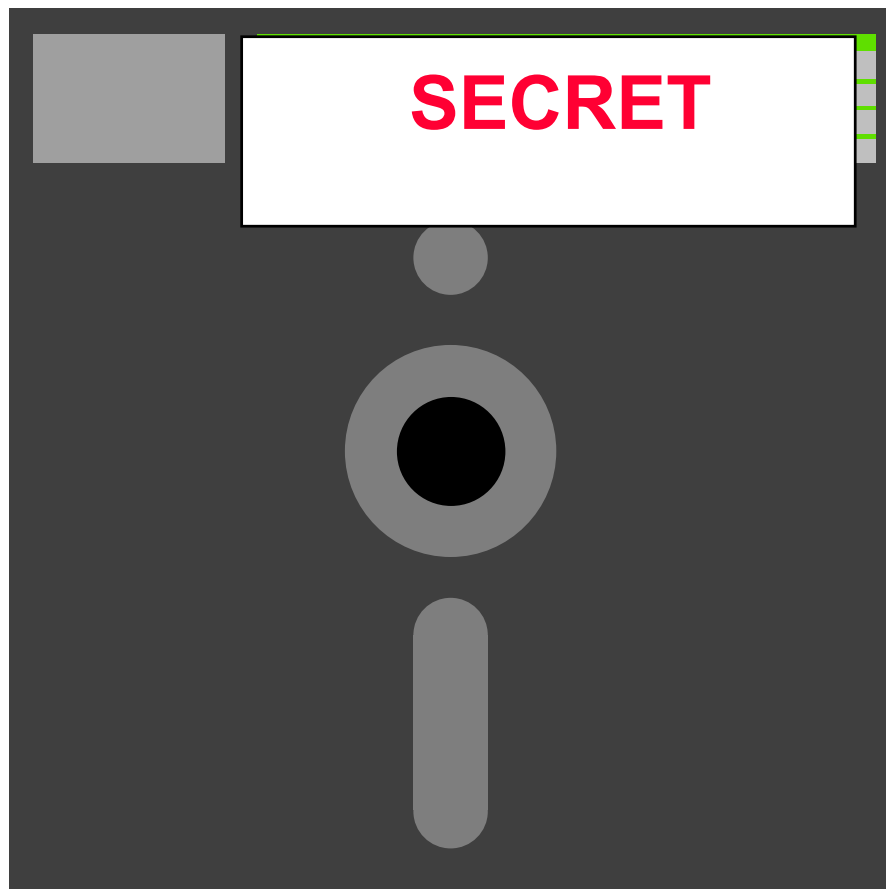
SF 703   **SF 704**   **SF 705**

CLASSIFIED DISKETTES

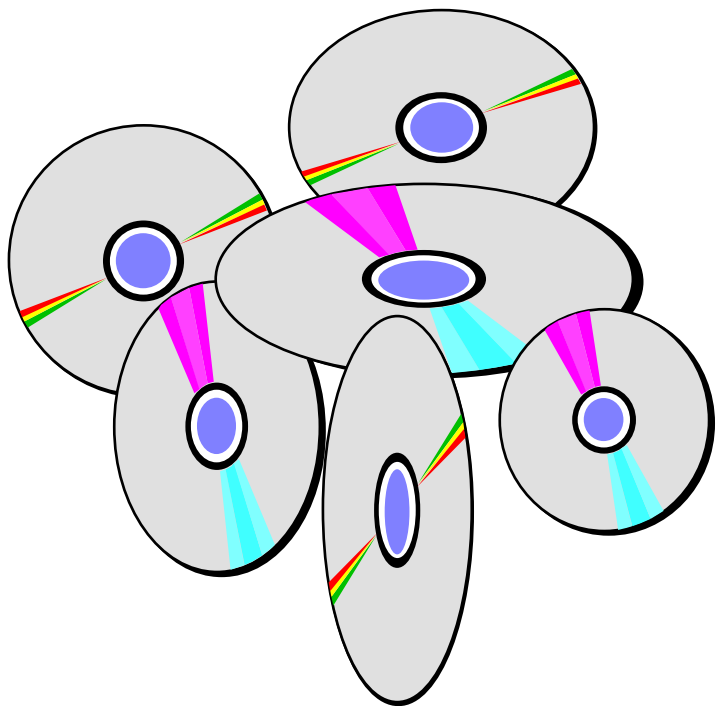BE SURE TO USE THE SFs 706, 707, 708 FOR CLASSIFIED DISKETTES AND MEDIA STORED IN YOUR SECURITY CONTAINER.
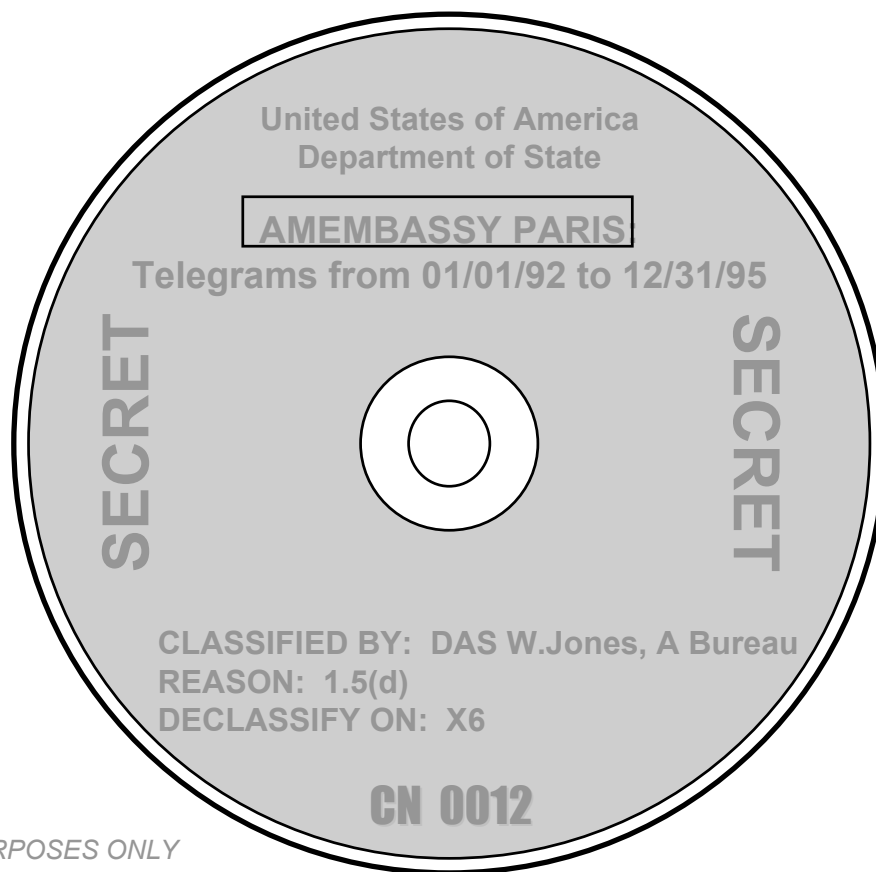
ADP Media

SECRET

SECRET

Classified By: Ambassador Smith
Reason: 1.5(b)
Declassify On: September 20 2005

Property Of: AMEmbassy Vienna
              Office of DCM

CLASSIFIED FOR TRAINING PURPOSES ONLY

15

Classified Compact Disks

BE SURE TO USE THE SFs 706, 707, 708 FOR CLASSIFIED compact disks STORED IN YOUR SECURITY CONTAINER.

United States of America
Department of State

AMEMBASSY PARIS

Telegrams from 01/01/92 to 12/31/95

SECRET

SECRET

CLASSIFIED BY: DAS W.Jones, A Bureau
REASON: 1.5(d)
DECLASSIFY ON: X6

CN 0012

CLASSIFIED FOR TRAINING PURPOSES ONLY

COMBINATION CHANGE REQUIREMENTS

- When a container is placed in use

- When an individual knowing the combination no longer requires access to the combination

- When the combination has been subjected to possible compromise; or

- When a container is taken out of service (reset to standard combination 50-25-50 (10-20-30 for padlocks)

17

Do not store these items with classified information

- Guns/ammunition
- (i.e., Special Agents, Investigators)
- Money
- Precious metals
- Personal items:
  - purses,
  - radios,
  - jewelry, etc.

NOT
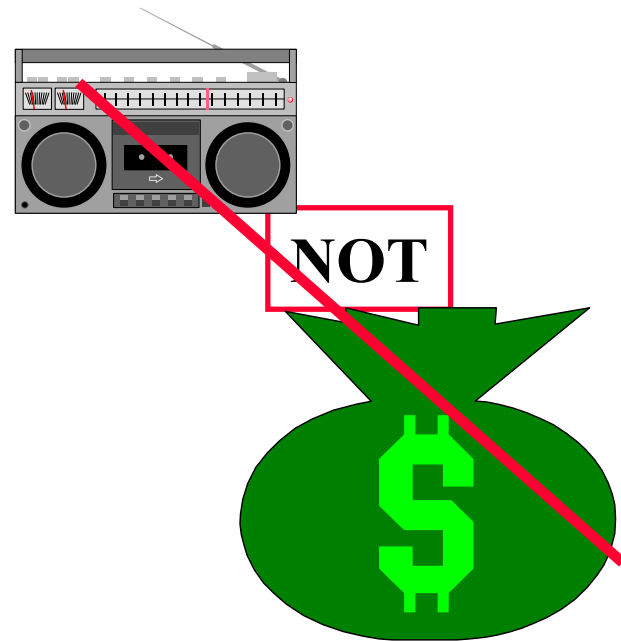
END-OF-DAY SECURITY CHECK

- Return all classified info to appropriate security container

- Properly store all typewriter ribbons, floppy disks, carbons, and working materials containing classified info

- Properly store or destroy classified waste

- Ensure wastebaskets & recycle containers do not contain NSI

- Double check security container(s) locked

- All doors & windows to the area are locked

# END-OF-DAY SECURITY CHECK (CONT'D)

- Crypto ignition keys (CIKs) are removed from STU-III equipment and properly safeguarded; and

- Alarms (if in place) are activated properly.

END OF THE DAY CHECKS

- Execute *daily*, an Activity Security Checklist, SF-701

- Affix to a door immediately adjacent to the office exit

- Individual responsible for end-of-day security checks must thoroughly check entire work area(s) where classified information is processed, handled, discussed, and stored

- Annotate the SF-701

AFTER YOU COMPLETE CONTAINER INSPECTION
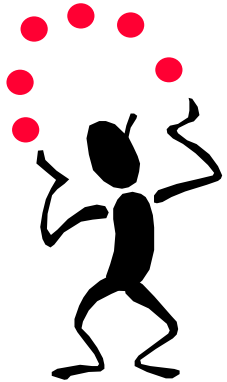
- Custodian certifies compliance and signs the security container certification form. (All discrepancies are reported to regional servicing security officer and corrected.)

- Bureau/Unit Heads verifies compliance and signs security container certification form.

CONCLUSION